

## **Drop Box Filing**

To assist with efforts towards minimizing personal interactions, drop boxes are available in our Asheville and Charlotte courthouses and are to be for filing instead of coming to the District Court Clerk's Office public counters.

- The public may use the drop boxes during hours when the courthouses are open to the public, whether the Clerk's Office is open or closed.
- Federal employees with building access may use the drop boxes during the evening or weekend hours as well.
- Clerk's Office staff retrieve documents from the drop boxes each day that the Court is open.
- Sealed envelopes are available for payments.